

# Portal Payment System (PPS)

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MANAGING THE SUBSTANCE USE DISORDER (SUD) VOUCHER PROGRAM



```
graph TD; PPS[PPS] --- L1[ ]; L1 --- ME[More Efficient]; L1 --- EP[Electronic & Paperless]; L1 --- SC[Streamlined communication]; L1 --- ETP[Easy Tracking for Providers];
```

PPS

More Efficient

Electronic  
& Paperless

Streamlined  
communication

Easy Tracking for  
Providers

# Training on the PPS Processes

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1. Accessing the Portal
2. Provider Account
3. Individual Application Process
4. Release of Information Process
5. Prior Authorization Process
6. Invoice Process
7. Training & Technical Assistance

# Accessing the PPS

## Obtain a ND Login Account

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- Each program must have a ND Login Account to access the PPS
- Your program may already have a NDLogin account if you are registered with the North Dakota Secretary of State. You may use this same account or create a unique login to access the PPS

# Accessing the PPS

A Program should only have one ND Login Account

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Use Existing ND  
Login Account

Create Unique ND  
Login Account

# Accessing the PPS

Use Existing  
ND Login  
Account.

Link to the ND Applications Portal

<https://portalapps.nd.gov/sud-voucher/provider-portal/>

# Accessing the PPS

Enter your Program's ND Login and Password then click 'Login' button

**NDTest Portal**  
NDTest North Dakota Dynamics Portal

North Dakota  
*login*

**Already Registered - Not sure?**

North Dakota Login

[Forgot Login](#)

Password

[Forgot Password](#)

**LOGIN**

**New to North Dakota Online Services?**

[Register Now!](#)

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

# Accessing the PPS: Provider View

Active Vouchers, Releases, Individual Applications and Provider Account tabs. This view displays all Active Individuals with Voucher ID who have been approved

Home > Substance Use Disorder (SUD) Voucher Program > Provider Portal

## Substance Use Disorder (SUD) Provider Portal

Active Vouchers

Releases

Individual Applications

Provider Account

Vouchers with verified Releases are listed below. Click on a record to work with Prior Authorizations and Invoices. To request access to another Voucher, click on [Releases](#) and submit a new Release of Information form.

Search

Q

| Applicant Name | Voucher ID |
|----------------|------------|
| Mary Poppins   | V1031      |
| Jane Doe       | V1034      |
| Lori Test2     | V1035      |



# Accessing the PPS

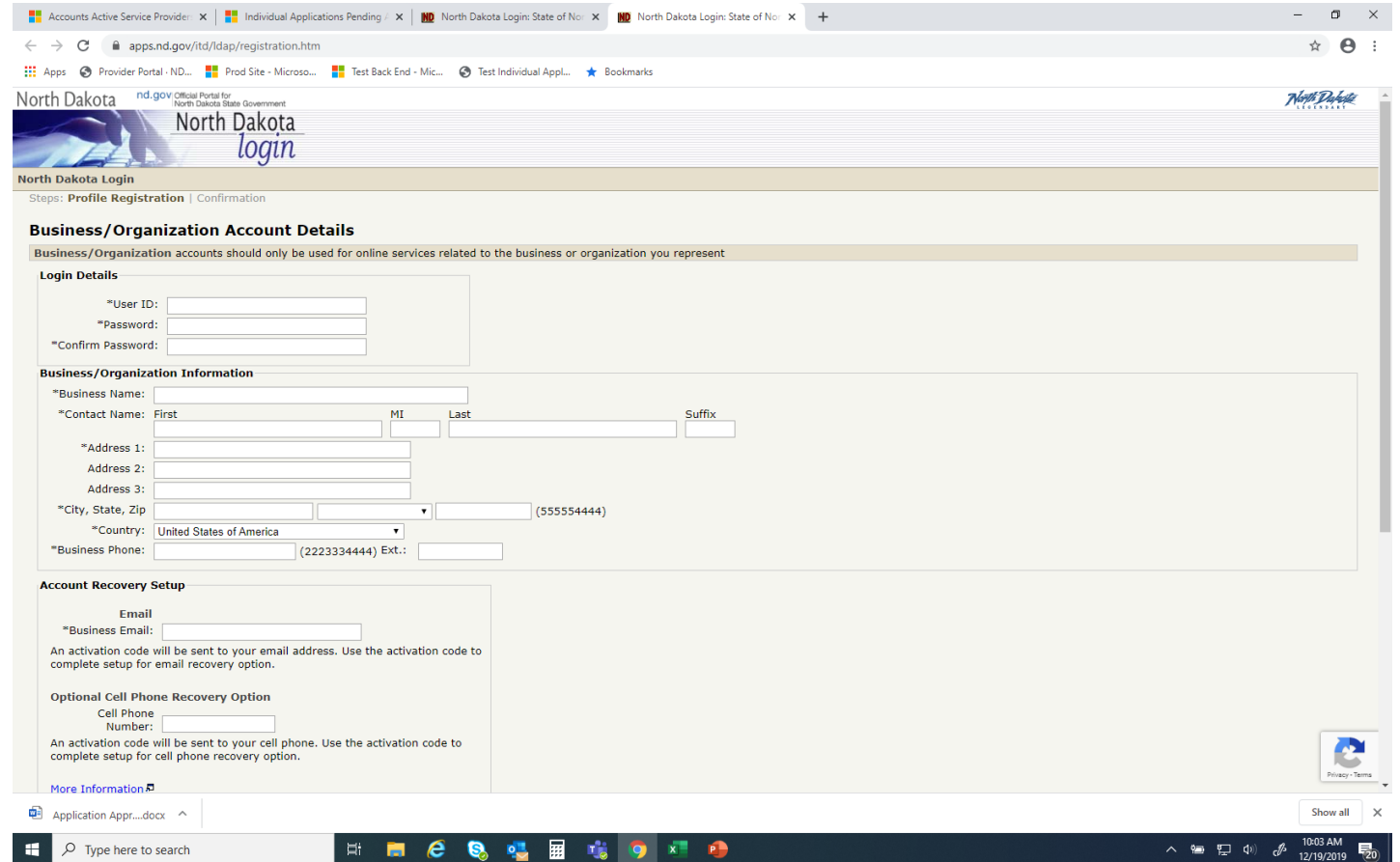
Create ND  
Login  
Account

Direct Link to the registration page

<https://apps.nd.gov/itd/ldap/registration.htm>

# Accessing the PPS

Enter all account details and Click 'Create Account'



The screenshot shows a web browser window with the URL `apps.nd.gov/itd/ldap/registration.htm`. The page is titled "North Dakota Login" and is part of the "nd.gov Official Portal for North Dakota State Government". The navigation bar includes links for "Apps", "Provider Portal - ND...", "Prod Site - Microso...", "Test Back End - Mic...", "Test Individual Appl...", and "Bookmarks".

The main content area is titled "North Dakota Login" and shows the "Steps: Profile Registration | Confirmation". The "Business/Organization Account Details" section includes a note: "Business/Organization accounts should only be used for online services related to the business or organization you represent".

The "Login Details" section contains the following fields:

- \*User ID:
- \*Password:
- \*Confirm Password:

The "Business/Organization Information" section contains the following fields:

- \*Business Name:
- \*Contact Name: First  MI  Last  Suffix
- \*Address 1:
- Address 2:
- Address 3:
- \*City, State, Zip:  (555554444)
- \*Country:
- \*Business Phone:  (2223334444) Ext.:

The "Account Recovery Setup" section contains the following fields:

- \*Business Email:
- Optional Cell Phone Recovery Option: Cell Phone Number:

At the bottom of the form, there is a link for "More Information". The Windows taskbar at the bottom shows the time as 10:03 AM on 12/19/2019.

# Accessing the PPS

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**NDTest Portal**  
NDTest North Dakota Dynamics Portal

North Dakota  
*login*

**Already Registered - Not sure?**

North Dakota Login

[Forgot Login](#)

Password

[Forgot Password](#)

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# Accessing the PPS: Provider Portal Overview

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## Substance Use Disorder (SUD) Provider Portal

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Individual Applications

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Search



**Applicant Name**

**Voucher ID**

Mary Poppins

V1031

Jane Doe

V1034

Lori Test2

V1035

USING THE  
PPS

Provider  
Account

# Provider Account: Adding Contact

Under ‘Provider Account’ tab click the Add Contact button to add staff who will be working within the SUD Voucher Program

Home > Substance Use Disorder (SUD) Voucher Program > Provider Portal > **Update Provider Account**

## Substance Use Disorder (SUD) Provider Portal

Active Vouchers

Releases

Individual Applications

Provider Account

### Summary

**Name \***

Community Medical Services - Fargo

**Website**

**Phone**

**Fax**

### Contacts

Add Contact

**Full Name ↑**

**Email**

|               |                              |   |
|---------------|------------------------------|---|
| Lori Test1    | llsteele@nd.gov              | ▼ |
| Test Provider | sudprovidertest1@outlook.com | ▼ |

# Provider Account: Adding Contact

Enter First Name, Last Name, Email Address and click Submit

---

 Create

---

**First Name \***

**Last Name \***

**Email \***

Submit

# Provider Account: Inviting Contact

Under Provider Account, select from the drop-down list and click Send Invitation Email

---

## Contacts

Add Contact

Full Name ↑

Email

Bianca Bell

bhbell@nd.gov



Lori Steele

llsteele@nd.gov



Test Provider

sudprovidertest1@nd.gov

Delete Contact

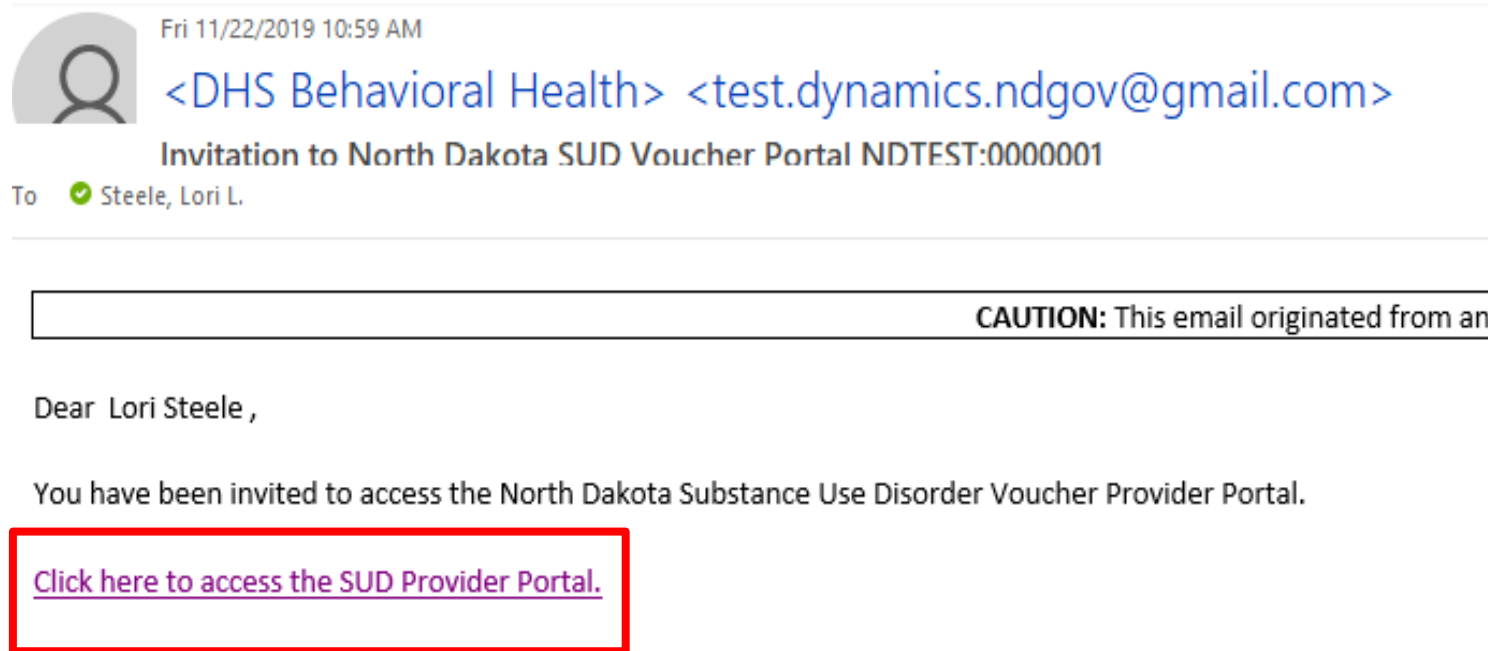
Update Contact

Send Invitation Email



# Provider Account: Invite Received

Click on the link in the email



# Provider Account: Redeem Invite

Click on 'Redeem Code'

---

Dakota Be Legendary.™



Sign in

Redeem Invitation

Sign up with an invitation code

**\* Invitation code**

NjLdro1-sv7gHNjllWIJaDII1QOthUFUV3hUzzCWkG0lZXWhQ3N8NiWEIRrzJyxqrs5h9V4RR4KlrTOGqQSI53SzKaPUR6y

Redeem Code

# NLogin and Password

Enter your Program's ND Login and Password then click 'Login' button

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NDTest North Dakota Dynamics Portal

North Dakota  
*login*

**Already Registered - Not sure?**

North Dakota Login

Forgot Login

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Forgot Password

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Provider Account

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Search



**Applicant Name**

**Voucher ID**

Mary Poppins

V1031

Jane Doe

V1034

Lori Test2

V1035

A solid orange vertical bar is positioned on the left side of the slide, extending from the top to the bottom.

# Individual Application Process

# Individual Application Process

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Individual submits  
application online

<https://portalapps.nd.gov/sud-voucher/individual-application/>

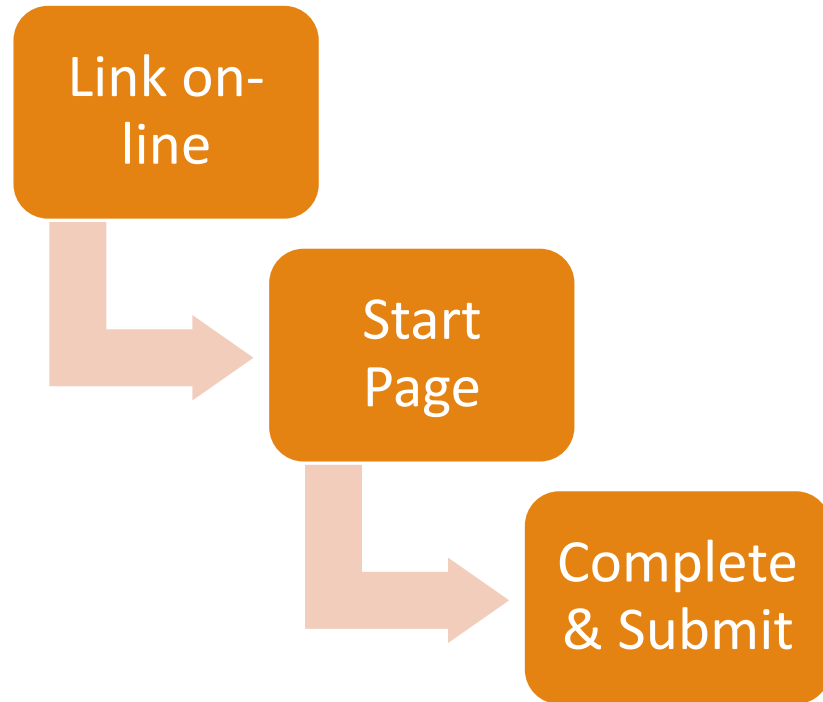
Providers assist individual and  
submits application through  
PPS

<https://portalapps.nd.gov/sud-voucher/provider-portal/>

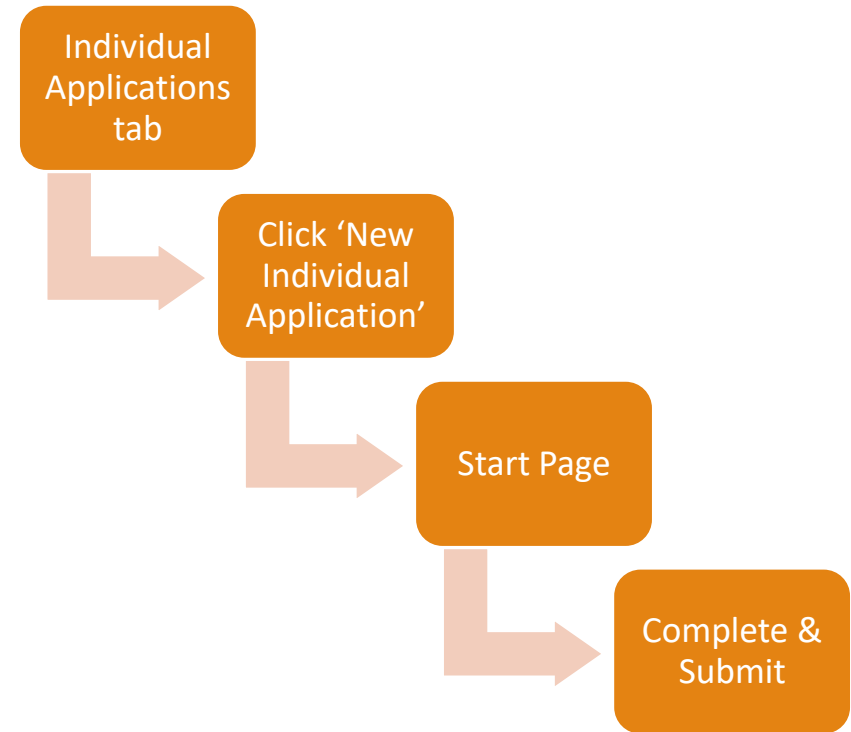
# Individual Application Process

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## INDIVIDUAL ON-LINE



## PROVIDER IN PORTAL



# Individual Application Process: Prep Information/Documents Needed

---

## ACTIVE MEDICAID

The following is needed in order to complete the application:

1. Social Security Number;
2. Medicaid Number; and
3. Any other secondary health insurance information

## NO ACTIVE MEDICAID

The following is needed in order to complete the application:

1. Social Security Number;
2. Any insurance information
3. Monthly income information (wages, self-employment wages, child support, social security benefits, and other retirement benefits)
4. Proof of monthly income (pay stubs, tax return from previous year, etc.)



# Individual Application Process: Provider in Portal

In 'Individual Applications' Tab - click on 'New Individual Application'

## Substance Use Disorder (SUD) Provider Portal

[Active Vouchers](#) [Releases](#) [Individual Applications](#) [Provider Account](#)

Individual Applications submitted by this provider account are listed below.

### Applications with Releases

[New Individual Application](#)

| Record | Applicant Name | Submitted On ↓   | Status   |
|--------|----------------|------------------|----------|
| IA1140 | Jane Doe       | 1/7/2020 3:03 PM | Approved |

### Applications without Releases. Submit a new Release to view the status of these applications.

[New Individual Application](#)

| Record | Applicant Name | Submitted On ↓   |
|--------|----------------|------------------|
| IA1145 | Lori Test3     | 1/8/2020 2:45 PM |

# Individual Application Process: Start Page

Click the 'Start' button and answer all the questions

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > **Individual Application**

## Individual Application

### Instructions

The Substance Use Disorder (SUD) Voucher program was created to help cover the cost of services.




**The following may be needed to complete the application:**

- Medicaid Number
  - If not receiving Medicaid, proof of income examples include tax returns, pay stubs, etc...
- Other forms of health insurance coverage information including
  - Policy number
  - Deductible information
  - Contact information
  - Explanation of benefits
- Social Security Number

# Individual Application Process: Submit

After answering all questions, type in signature, add date, and click 'Submit'

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[Home](#) | [SUD Provider Portal](#) | [Test Provider](#)

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Individual Application](#)

## Individual Application

100%

### Signature

By typing my name below, I am signing this application form electronically. I agree that my electronic signature is the legal equivalent of my handwritten signature. I attest, subject to the penalties of perjury that I am the individual completing this application and that I have provided accurate information.

|   |  |
|---|--|
| <b>Typed Name to Represent Your Signature *</b> | <b>Date *</b>                          |
| <input type="text" value="Lori Test6"/>         | <input type="text" value="1/20/2020"/> |

[Previous](#) [Submit](#)

Once submitted – application is saved in the PPS



```
graph TD; A[Once submitted – application is saved in the PPS] --> B[BHD is notified a new application has been submitted]; B --> C[BHD reviews and approves]; C --> D[Once ROI is submitted by Provider – Provider is linked to the status of the application];
```

The diagram is a vertical flowchart with four steps, each in a brown rounded rectangle. The rectangles are arranged in a descending staircase pattern from top-left to bottom-right. Each step is connected to the next by a light brown arrow pointing downwards. The text is white for the first three steps and white for the last step. The background is white, and there is a solid orange bar at the bottom of the slide.

BHD is notified a new application has been submitted

BHD reviews and approves

Once ROI is submitted by Provider – Provider is linked to the status of the application

Individual  
Application  
Process:

# Individual Application Process: Status Check for applications submitted through Portal

## Substance Use Disorder (SUD) Provider Portal

[Active Vouchers](#) [Releases](#) [Individual Applications](#) [Provider Account](#)

Individual Applications submitted by this provider account are listed below.

### Applications with Releases

[New Individual Application](#)

| Record | Applicant Name ↑ | Submitted On     | Status   |
|--------|------------------|------------------|----------|
| IA1140 | Jane Doe         | 1/7/2020 3:03 PM | Approved |


### Applications without Releases. Submit a new Release to view the status of these applications.

[New Individual Application](#)

| Record | Applicant Name | Submitted On ↓   |
|--------|----------------|------------------|
| IA1145 | Lori Test3     | 1/8/2020 2:45 PM |
| IA1142 | Lori Test2     | 1/7/2020 4:01 PM |

# Release of Information Process

Provider has individual sign  
physical ROI document(s)



In PPS – go to 'Releases' Tab



Click on 'New Release of  
Information'



Answer Questions for tracking  
purposes



Click Browse to attach physical  
ROI document(s)

## Release of Information Process:

# Release of Information Process: Step 1


Home > Substance Use Disorder (SUD) Voucher Program > Provider Portal > Releases

## Substance Use Disorder (SUD) Provider Portal




Active Vouchers   Releases   Individual Applications   Provider Account

Release of Information records are listed below.

Search



New Release of Information

| Record | Applicant Name | Voucher ID | Status ↑ | Created On ↓        | Expiration      |   |
|--------|----------------|------------|----------|---------------------|-----------------|---|
| R1010  | Lori Test2     |            | Pending  | 1/8/2020 2:57 PM    | 1/8/2021        |  |
| R1009  | Jane Doe       | V1034      | Valid    | 1/7/2020 3:44 PM    | Through Payment |  |
| R1008  | Mary Poppins   | V1031      | Valid    | 12/13/2019 10:25 AM | 12/13/2020      |  |





# Release of Information Process: Step 2 Attach document

Enter Client Name, click Yes if authorization is 'through payment' or enter a date the authorization expires. Enter the signature date on the Release and upload the Release of Information form. Click on Browse to find document saved in your computer and attach. Click 'Submit'

## New Release of Information

Client Name \*

Treatment provider to exchange information with \*

Community Medical Services - Fargo

Please identify if authorization remains in effect through payment or expires on date

Authorized through payment

☒ No ☐ Yes

Please identify the date authorization expires \*

Please identify the signature date on the attached form

Signature date

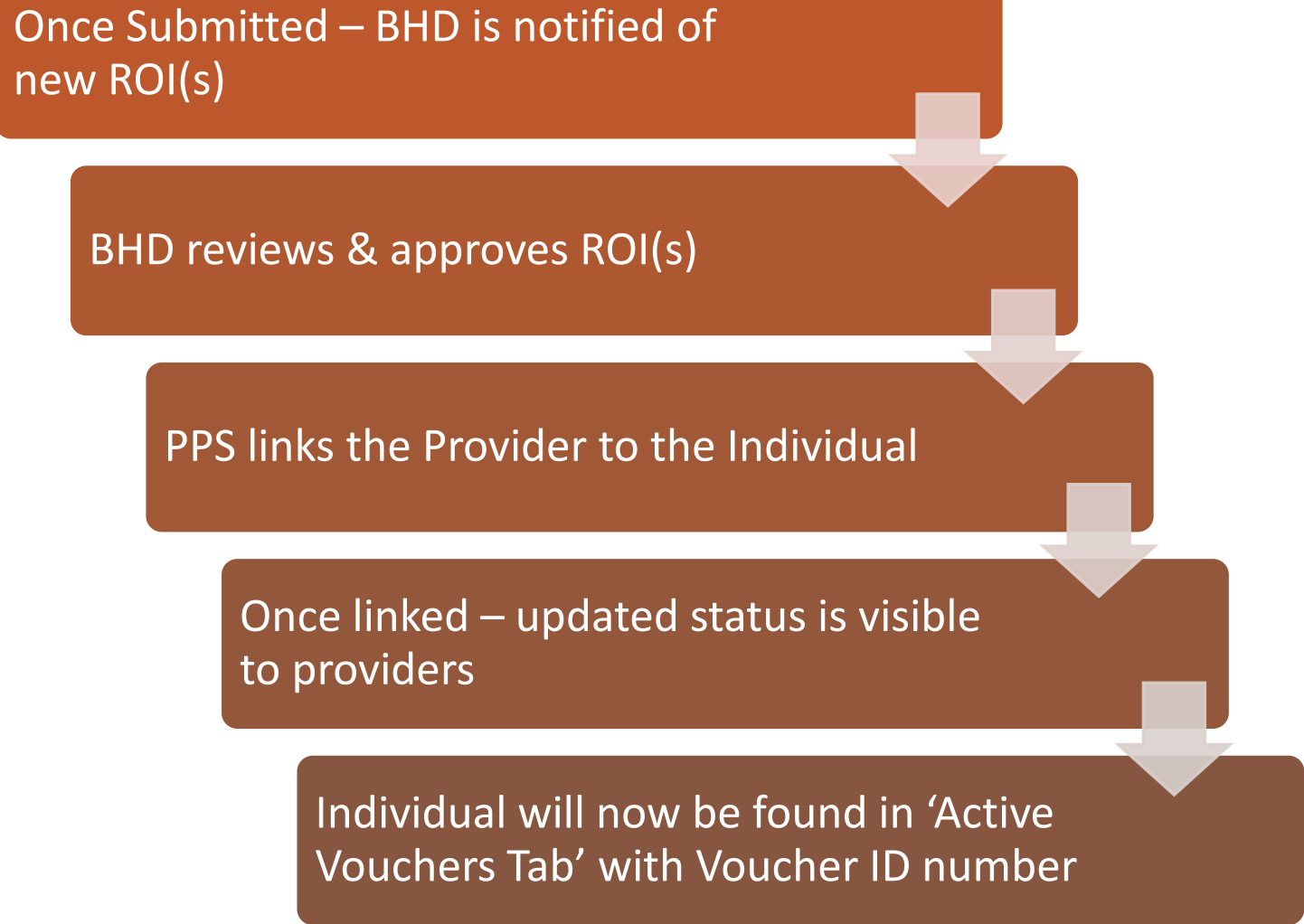
A physical release of information form is required. Please attach a signed and dated release of information form.

The following file types are accepted pdf, doc, docx, jpg, jpeg, gif, tiff, png \*

Browse...

Submit

Once Submitted – BHD is notified of new ROI(s)



```
graph TD; A[Once Submitted – BHD is notified of new ROI(s)] --> B[BHD reviews & approves ROI(s)]; B --> C[PPS links the Provider to the Individual]; C --> D[Once linked – updated status is visible to providers]; D --> E[Individual will now be found in 'Active Vouchers Tab' with Voucher ID number];
```

The diagram is a vertical flowchart with five steps, each in a brown rounded rectangle. The rectangles are staggered to the left, creating a descending staircase effect. Light brown arrows point downwards from the bottom of one rectangle to the top of the next. The text is white for the first two steps and dark brown for the last three.

BHD reviews & approves ROI(s)

PPS links the Provider to the Individual

Once linked – updated status is visible to providers

Individual will now be found in 'Active Vouchers Tab' with Voucher ID number

## Release of Information Process:

# Release of Information Process: Step 3 Check Status of Application

Applications submitted by provider with Releases will show the Status

## Substance Use Disorder (SUD) Provider Portal

[Active Vouchers](#)[Releases](#)[Individual Applications](#)[Provider Account](#)

Individual Applications submitted by this provider account are listed below.

### Applications with Releases

[New Individual Application](#)

| Record | Applicant Name ↑ | Submitted On     | Status   |
|--------|------------------|------------------|----------|
| IA1140 | Jane Doe         | 1/7/2020 3:03 PM | Approved |

Applications without Releases. Submit a new Release to view the status of these applications.

[New Individual Application](#)

| Record | Applicant Name | Submitted On ↓   |
|--------|----------------|------------------|
| IA1145 | Lori Test3     | 1/8/2020 2:45 PM |
| IA1142 | Lori Test2     | 1/7/2020 4:01 PM |

# Using the PPS

## **'Active Vouchers' Tab**

```
graph TD; A["'Active Vouchers' Tab"] --- B["View Individual Dashboard"]; A --- C["Add new ROI(s)"]; A --- D["Submit Prior Authorizations"]; A --- E["Submit Invoices"]; A --- F["Track authorized funding and payments"];
```

View Individual Dashboard

Add new ROI(s)

Submit Prior Authorizations

Submit Invoices

Track authorized funding and payments

# Using the PPS: Search for Individuals

Type in a name to search for active individual. You can do a partial search by first or last name using the \* symbol. If you cannot locate an individual, you need to create and submit a Release of Information under the Releases tab

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **Active Vouchers**

## Substance Use Disorder (SUD) Provider Portal

Active Vouchers

[Releases](#)

[Individual Applications](#)

[Provider Account](#)

Vouchers with verified Releases are listed below. Click on a record to work with Prior Authorizations and Invoices. To request access to another Voucher, click on [Releases](#) and submit a new Release of Information form.



**Applicant Name**

**Voucher ID**

Mary Poppins

V1031

# Using the PPS: Access Individual Information

## Click on Applicant Name under 'Active Vouchers' tab to work with Prior Authorizations and Invoices

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > **Provider Portal**

### Substance Use Disorder (SUD) Provider Portal

Active Vouchers

[Releases](#)

[Individual Applications](#)

[Provider Account](#)

Vouchers with verified Releases are listed below. Click on a record to work with Prior Authorizations and Invoices. To request access to another Voucher, click on [Releases](#) and submit a new Release of Information form.



| Applicant Name | Voucher ID |
|----------------|------------|
| Mary Poppins   | V1031      |
| Jane Doe       | V1034      |
| Lori Test2     | V1035      |

# Using the PPS: View Individual Dashboard

This is an Overview for the Individual's status of all Voucher documents. This is where you submit New Releases of Information, New Prior Authorization requests and New Invoices

## Dashboard

### Voucher ID

V1035

### Contact Information

#### First Name

Lori

#### Last Name

Test2

#### Primary Phone

—

#### Alternate Phone

—

#### Email Address

[llsteele@nd.gov](mailto:llsteele@nd.gov)

#### Preferred Method of Contact

Email

#### Address 1: Street 1

—

#### Address 1: City

### Releases

[New Release of Information](#)

| Name ↑ | Status | Expiration |   |
|--------|--------|------------|---|
| R1010  | Valid  | 1/8/2021   | ▼ |

### Prior Authorizations

[New Prior Authorization](#)

| Name | Status | Authorized | Available | Created On ↓ |
|------|--------|------------|-----------|--------------|
|------|--------|------------|-----------|--------------|

There are no records to display.

### Invoices

[New Invoice](#)

| Name | Status | Total | Created On ↓ | Payment Date |
|------|--------|-------|--------------|--------------|
|------|--------|-------|--------------|--------------|

There are no records to display.



USING THE  
PPS

# Prior Authorization Process

# Prior Authorization Process: Step 1 Create

Click on 'New Prior Authorization' tab in Dashboard

## Dashboard

### Voucher ID

V1035

### Contact Information

#### First Name

Lori

#### Last Name

Test2

#### Primary Phone

—

#### Alternate Phone

—

#### Email Address

llsteele@nd.gov

#### Preferred Method of Contact

Email

#### Address 1: Street 1

—

#### Address 1: City

### Releases

New Release of Information

Name ↑

Status

Expiration

R1010

Valid

1/8/2021



### Prior Authorizations

New Prior Authorization

Name

Status

Authorized

Available

Created On ↓

There are no records to display.

### Invoices

New Invoice

Name

Status

Total

Created On ↓

Payment Date

There are no records to display.

# Prior Authorization Process: Step 2 Enter Diagnosis

Provider Information and Recipient Information auto-populates  
Enter Diagnosis and click 'Next'

1037

Dakota

Be Legendary.™

[Home](#) | [SUD Provider Portal](#) | [Test Provider](#)

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Prior Authorization**

## New Prior Authorization

Provider Information

**Service Provider \***

Community Medical Services - Farqo

Recipient Information

**Client \***

Lori Test2

Recipient Current Status

**DSM 5 Diagnosis \***

Next

# Prior Authorization Process: Step 3 Add Service Type

Click 'Add Service' button

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🏠

SUD Provider Portal ▾

Test Provider ▾

Home > Substance Use Disorder (SUD) Voucher Program > Provider Portal > New Prior Authorization

## New Prior Authorization

Name

PA1018

Client \*

Lori Test2

Services

Add Service

| Service Type ↑                   | Units | Start Date | Continued Stay |
|----------------------------------|-------|------------|----------------|
| There are no records to display. |       |            |                |

Previous

Submit

# Prior Auth Process: Step 4 Add Service Type Details

Click the drop-down list and select a service type. Depending on what service is selected you may need to enter Units and Anticipated Start Date. Click 'Yes' for Anticipated Continued Stay for the service selected. Click 'Submit' button

---

New

**Service Type \***

ASAM 1 Group Therapy ▼

**Units (Per 15 minutes) \***

**Anticipated Start Date**

**Anticipated Continued Stay**

☒ No ☐ Yes

Submit

# Prior Auth Process: Step 5 Submit Service Type

Click 'Submit' button

New

**Service Type \***

ASAM 1 Group Therapy

**Units (Per 15 minutes) \***

**Anticipated Start Date**



**Anticipated Continued Stay**

☒ No ☐ Yes

Submit

# Prior Auth Process: Step 6 Add new service type or submit prior authorization

When finished adding all service types, click 'Submit' button

## New Prior Authorization

**Name**

PA1019

**Client \***

Mary Poppins

Services

Add Service

**Service Type ↑**

**Units**

**Start Date**

**Continued Stay**

ASAM 1 Group Therapy

200

1/23/2020

Yes



Assessment

1

1/22/2020

No



Previous

Submit

# Prior Auth Process: PPS brings back to dashboard

The Prior Authorization will show as 'Pending' in Individual Dashboard until reviewed and approved by Behavioral Health staff

## Dashboard

### Voucher ID

V1031

### Contact Information

#### First Name

Mary

#### Last Name

Poppins

#### Primary Phone

—

#### Alternate Phone

—

### Releases (Client)

[New Release of Information](#)

#### Name ↑

#### Status

#### Expiration

R1008

Valid

12/13/2020



R1012

Pending

1/16/2020



### Prior Authorizations

[New Prior Authorization](#)

#### Name

#### Status

#### Authorized

#### Available

#### Created On ↓

PA1019

Pending

1/22/2020



PA1017

Approved

\$115.00

\$115.00

1/7/2020





Prior Auth Submitted by  
provider



```
graph TD; A[Prior Auth Submitted by provider] --> B[BHD is notified of a new Prior Authorization request]; B --> C[BHD reviews and approves]; C --> D[Available funding can be found in Individual Dashboard];
```

The diagram illustrates a four-step process for Prior Authorization. It begins with a provider submitting a request, followed by notification to the BHD. The BHD then reviews and approves the request, and finally, the available funding is accessible in the Individual Dashboard. The steps are represented by four stacked, rounded rectangular boxes in shades of brown, connected by downward-pointing arrows.

BHD is notified of a new Prior  
Authorization request

BHD reviews and approves

Available funding can be  
found in Individual Dashboard

Prior Auth  
Process:

# Prior Auth Process: Step 7 Check Status

The status will change to 'Approved' and display Authorized amount & Available amount once approved by BHD Staff. Funds are now available to create and submit a new invoice

## Dashboard

**Voucher ID**  
V1031

**Contact Information**

**First Name**  
Mary


**Last Name**  
Poppins

**Primary Phone**  
—



**Alternate Phone**  
—

**—**  
—


**Releases (Client)**





New Release of Information

| Name ↑ | Status  | Expiration |   |
|--------|---------|------------|---|
| R1008  | Valid   | 12/13/2020 |  |
| R1012  | Pending | 1/16/2020  |  |

**Prior Authorizations**



New Prior Authorization

| Name   | Status   | Authorized | Available  | Created On ↓ |   |
|--------|----------|------------|------------|--------------|---|
| PA1019 | Approved | \$3,030.28 | \$3,030.28 | 1/22/2020    |  |
| PA1017 | Approved | \$115.00   | \$115.00   | 1/7/2020     |  |

USING THE  
PPS

# Invoice Process

# Invoice Process: Step 1 Create

## In Dashboard Click on 'New Invoice' tab

### Dashboard

**Voucher ID**  
V1035

**Contact Information**

**First Name**  
Lori

**Last Name**  
Test2

**Primary Phone**  
—

**Alternate Phone**  
—

**Email Address**  
[llsteele@nd.gov](mailto:llsteele@nd.gov)

**Preferred Method of Contact**  
Email

**Address 1: Street 1**  
—

**Address 1: City**

#### Releases

[New Release of Information](#)

| Name ↑ | Status | Expiration |   |
|--------|--------|------------|---|
| R1010  | Valid  | 1/8/2021   | ▼ |

#### Prior Authorizations

[New Prior Authorization](#)

| Name | Status | Authorized | Available | Created On ↓ |
|------|--------|------------|-----------|--------------|
|------|--------|------------|-----------|--------------|

There are no records to display.

#### Invoices

[New Invoice](#)

| Name | Status | Total | Created On ↓ | Payment Date |
|------|--------|-------|--------------|--------------|
|------|--------|-------|--------------|--------------|

There are no records to display.

# Invoice Process: Step 2

Service Provider and Client will auto-populate. Click Yes if Final Invoice and Yes if Post Service data completed.  
Click 'Next' button

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[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Invoice**

## New Invoice

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**Service Provider \***

Community Medical Services - Fargo

**Client \***

Mary Poppins

**Final Invoice**

☒ No ☐ Yes

**Post Service Data Completed**

☒ No ☐ Yes

**Next**

# Invoice Process: Step 3

Click 'Add Service' button to bill for a service provided

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Invoice**

## New Invoice

**Name**

INV1021

**Client \***

Mary Poppins

Services

Add Service

**Service Type** ↓

**Units**

**Dates of Service**

**Total**

There are no records to display.

Previous

Submit

Click the drop-down list and select a service type. Enter the dates of services and Units. Click 'Submit'

**Service Type \***

ASAM 1 Group Therapy

**Dates of Service \***

01/01/2020,01/02/2020,01/03/2020,01/06/2020

**Units (Per 15 minutes) \***

**Submit**

« January 2020 »

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |

Today

# Invoice Process: Step 5 Adding additional service type

Repeat the same steps to add additional services to Invoice. When done adding all services to Invoice, click 'Submit' button

[Home](#) > [Substance Use Disorder \(SUD\) Voucher Program](#) > [Provider Portal](#) > **New Invoice**

## New Invoice

**Name**

INV1021

**Client \***

Mary Poppins

Services

Add Service

| Service Type ↓       | Units | Dates of Service                            | Total    |   |
|----------------------|-------|---|----------|---|
| Transportation       | 150   | 01/07/2020,01/08/2020,01/09/2020            | \$86.25  | ▼ |
| ASAM 1 Group Therapy | 12    | 01/01/2020,01/02/2020,01/03/2020,01/06/2020 | \$174.00 | ▼ |

Previous

Submit



# Invoice Process: Step 6 checking status

In the Dashboard, Invoice will show 'Pending' until reviewed and approved by BHD staff. Once approved, allow for 10-14 business days to receive payment

## Contact Information

### First Name

Mary

### Last Name

Poppins

### Primary Phone

—

### Alternate Phone

—

### Email Address

—

### Preferred Method of Contact

Mail

### Address 1: Street 1

1200 E Main Ave Apt 40

### Address 1: City

Bismarck

|       |         |            |   |
|-------|---------|------------|---|
| R1008 | Valid   | 12/13/2020 | ▼ |
| R1012 | Pending | 1/16/2020  | ▼ |

## Prior Authorizations

[New Prior Authorization](#)

| Name   | Status   | Authorized | Available  | Created On ↓ |   |
|--------|----------|------------|------------|--------------|---|
| PA1019 | Approved | \$3,030.28 | \$3,030.28 | 1/22/2020    | ▼ |
| PA1017 | Approved | \$115.00   | \$115.00   | 1/7/2020     | ▼ |
| PA1016 | Approved | \$3,065.09 | \$2,970.02 | 1/7/2020     | ▼ |
| PA1014 | Approved | \$613.93   | \$0.00     | 12/13/2019   | ▼ |

## Invoices

[New Invoice](#)

| Name    | Status  | Total    | Created On ↓ | Payment Date |   |
|---------|---------|----------|--------------|--------------|---|
| INV1021 | Pending | \$260.25 | 1/22/2020    |              | ▼ |

# Technical Assistance

For Portal Payment System errors, please contact the ND Information Technology Department (ITD) by phone or email

(701) 328-4470

<https://www.nd.gov/itd/onlineincident/createincident.aspx>

For all other questions utilizing the Portal Payment System, please contact the SUD Voucher Team by phone or email

(701) 328-8952

[sudvoucher@nd.gov](mailto:sudvoucher@nd.gov)

# Website Links

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## INDIVIDUAL APPLICATION

<https://portalapps.nd.gov/sud-voucher/individual-application/>

## NDLOGIN ACCOUNT REGISTRATION

<https://apps.nd.gov/itd/ldap/registration.htm>

## PROVIDER PORTAL

<https://portalapps.nd.gov/sud-voucher/provider-portal/>

## SUD VOUCHER PROGRAM

<https://www.behavioralhealth.nd.gov/sudvoucher>